

Flower Arranger VOLUNTEER

SUPERVISION: Chair and members of Exeter Cathedral Flower Arranging Committee.

TIME COMMITMENT: As per the rota and an average of three arranging dates per annum. In addition, there is an annual general meeting once a year and an annual service, which you will be very welcome to attend.

PURPOSE OF THE ROLE:

The Cathedral Flower Arrangers provide flower arrangements throughout the year. The flowers are intended to enhance the beauty of the Cathedral and its worship and thereby deepen the faith of the congregation, staff and visitors. Flowers are chosen to match the liturgical colours, which serve to illustrate the continuing rhythm of Cathedral life and the celebration of the Daily Offices.

VOLUNTEER PROFILE:

- An ability to arrange flowers to a high standard, in a Cathedral setting.
- Enthusiastic about the Cathedral
- Excellent communication and customer service skills.
- A positive, friendly, helpful attitude.
- Willing to undertake training
- Able to operate as part of a team and to take instruction.
- Able to use initiative and judgement.

DUTIES

- Arrange flowers in the various areas of the Cathedral, as per the rota. Ensure that the water is topped up, when the arrangement is complete. Arranging normally takes place fortnightly on a Friday although this may change in line with the demands of the Cathedral and the liturgical calendar.
- Maintain your arrangement over the two weeks it is in place, including 'dead-heading'.
- Participate in the watering rota at least once during the two weeks your arrangement is in place. When watering, you must water all arrangements in the Cathedral, not just your own.
- Provide foliage, on arranging day (which is usually, but not exclusively on Friday) which may be shared with other arrangers to maintain continuity of design.
- Ensure that all areas of the Cathedral are left clean and tidy (including the flower room), all rubbish is disposed of correctly and any spillages are mopped up.
- Wring out and dispose of all old, wet floral foam.
- Be aware of security risks at all times, including any unattended items or bags. Do not leave scissors, secateurs or knives unattended in the Cathedral at any time.
- Be aware of the safety of your own possessions.
- Report any accidents or incidents to the Floor Managers and log them in the accident book which is located in the Floor Managers' office

EXPECTATIONS:

- Volunteers at the Cathedral are expected to be in sympathy with the aims and purpose of the Anglican Church.

- Volunteers are representatives of the Cathedral and should at all times treat other volunteers, staff and visitors with respect and consideration. Volunteers should expect the same treatment in return.
- Volunteers are expected to dress and conduct themselves appropriately for the environment in which they are assisting.
- To wear the Flower Arrangers' red apron, while on duty.
- Volunteers should be familiar with the Cathedral Health and Safety Policy and the Safeguarding Guidelines.
- Volunteers are expected to notify their Manager if they are unable to attend for their volunteering session.

TRAINING

Initially, at the commencement of appointment, new arrangers will work alongside and be supported by a more experienced Cathedral Flower Arranger and will be confirmed as a Cathedral Flower arranger after at least three successful arranging sessions.

All volunteers must undergo

- Safeguarding Training – Level C0
- A higher level maybe required depending on the role*

Induction training which will include

- Health & Safety
- Fire
- Security
- 1st Aid (role dependant)

The Cathedral is committed to safeguarding children, young people and vulnerable adults

SAFEGUARDING RESPONSIBILITIES

- Implement safe and healthy working practices
- Risk assess all activities
- Listen to other workers and volunteers
- Protect yourself
- Tell the Cathedral Safeguarding Rep or Clergy of any safeguarding concerns, however minor.
- Attend any Safeguarding training at the appropriate level for your role
- Induct and train others where this is possible.

DO	DON'T
<p>Report all concerns about safety or well-being of an individual to the:-</p> <ul style="list-style-type: none"> • The Cathedral Safeguarding Champion • The Diocesan Safeguarding Team • The Police (where there is an immediate risk of harm to a person) • Carry out a personal risk assessment for lone working if appropriate • Keep a written record of all incidents or disclosure (signed and dated) 	<ul style="list-style-type: none"> • Offer confidentiality when you have a duty to report all concerns for safety • Investigate disclosure; simply get clarification of detailed and report the information shared

BENEFITS:

- Active participation in the life of the Cathedral
- Excellent training, including occasional access to experts and specialists
- Meeting and sharing knowledge with visitors from across the world

- Skills and CV development
- A digital parking permit on the Cathedral's ANPR system for use when on duty on a first come, first served basis
- Refreshments available
- Access to 2 of the 10 free tickets allocated to Volunteers per Cathedral organised event on a first come first serve basis
- 10% discount in the Cathedral Shop and Café

Reviewed July 2021 JP
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